

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:
WEARING APPAREL

Regulation No:
2.25

Effective Date:
July 22, 2008

Supersedes: Release dated July 1, 2008

I. PURPOSE

The purpose of this regulation is to identify the appropriate apparel and safety equipment that is to be worn by Town employees to enhance their appearance, safety and community recognition.

II. APPLICATION

This regulation shall apply to all permanent and probationary employees. Police personnel shall follow the regulations set forth in the Police Department's General Orders.

III. WEARING APPAREL

- A. All employees of the Public Works Maintenance Divisions and Parks Maintenance Division, and those employed as custodians shall be required to wear at all times the uniforms furnished to them by the Town of Vienna. Excluded from this requirement are Town Hall office employees and Property Yard clerical personnel.
- B. All Town Hall, non-uniformed Police Department, and Community Center employees are to present themselves in a clean, businesslike and professional manner. Employees are the Town's representatives to the public and each employee's appearance has an impact on the public's perception of the Town. To meet this objective, the minimum approved dress code shall be "business casual" or "smart casual." Defined simply, "business casual" is the middle ground between "formal wear" and "street wear" and means "dressing professionally, looking relaxed yet neat and pulled together." In conjunction with this definition, the following standards shall also be observed:
1. Always be sure that clothing is neat, clean and free of rips, tears and stains. Clothing should not be ill fitting, tight or revealing.
 2. Because it is not practicable to define every possible wearing apparel scenario, employees must always exercise good judgment in determining what apparel is appropriate for Town Hall and the Community Center. If an article of clothing generates doubt as to its appropriateness for wear at the office, it is safe to assume that it is not.

Under all circumstances, inappropriate attire for work includes any of the following clothing items, by way of example but not specifically limited to: halter tops, tank tops, tube tops, singlets; spaghetti-strapped dresses or tops, midriff tops, or other blouses, dresses and/or tops without a tight arm socket; muscle

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shirts; “cutoff” shirts; “A” or “U” shirts/undershirts; shirts with terms, logos, pictures, cartoons, slogans or potentially offensive words; sweatshirts; and flip-flops. The only logo exceptions are for apparel items with the official Town of Vienna logo or seal which can not be modified from their original design. No exposed undergarments are allowed. In general, no body parts from the shoulders to the knees should be seen, except for arms. The goal is to keep cleavage, back, rear and belly views at a minimum.

3. Employees are not to report to work wearing dungarees; any clothing made of denim; shorts; walking shorts; athletic clothing or athletic shoes unless their work is directly related to the wearing of such apparel (e.g., working at the off-site storage building or overseeing recreational activities). The only exception is on Casual Fridays, when dungarees; denim clothing and athletic shoes may be worn. The only exception for shorts is for July 4/Independence Day events and then for recreational staff members only.
 4. Shoes are to be worn at all times.
 5. Casual Friday guidelines are contained in Administrative Regulation 2.37.
- C. Employees who fail to comply with these standards have the option of changing immediately into an allowable item. The employee will be sent home—if this is the initial offense—to change into appropriate clothing and will have the option to use vacation or compensatory time for the amount of time away from his/her work station. Any further incidents will then be handled under the Town’s disciplinary policy as contained in Administrative Regulation 2.15.

IV. SAFETY EQUIPMENT

- A. During work hours, all custodians, Public Works maintenance and Parks maintenance employees are required to wear Town approved steel-toe safety shoes. The Town of Vienna will reimburse employees for the cost of obtaining prescription safety glasses, as long as they meet ANSI Z87.1/CSA Z94.3 standards. Employees must submit a receipt verifying the purchase to their department in order to process their reimbursement request.
- B. Other items, such as gloves, goggles and hard hats, will be furnished by the Town of Vienna whenever the need for such items has been determined to exist.

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V. SAFETY SHOES

- A. Employees whose positions require them to wear safety shoes will be able to obtain the necessary footwear through the Town's shoe mobile program. The Town requires that all safety shoes worn on the job meet current ANSI standards and have a minimum six-inch boot.
- B. The shoe mobile will be on site at least twice a year to provide employees with safety shoes.
- C. Employees may select any pair of safety shoes from the shoe mobile inventory as long as they meet the minimum Town safety standards and the total cost of the shoes does not exceed \$180 per fiscal year. Employees may select shoes above the \$180 annual budget, but will be required to authorize a payroll deduction payment from their next paycheck to pay for the overage.
- D. Shoes may only be obtained from the Town's shoe mobile source unless prior authorization is granted by the Department. Employees with such authorization will be reimbursed for the cost of the shoes or \$90, whichever is the lower amount.

VI. MEDICAL EXCLUSIONS

All questions regarding an employee's alleged medical inability to abide by these regulations shall be resolved by the recommendation of a Town appointed physician following an examination.

VII. UNIFORM ALLOWANCES - POLICE DEPARTMENT

Members of the Vienna Police Department are provided with shoe, clothing and dry cleaning allowances. These allowances are distributed as follows:

POSITION	SHOE	DRY CLEANING	CLOTHING
Dispatcher	\$50 per year	\$330 per year	\$0
Community Services Officer	\$ 0 per year	\$330 per year	\$400 bi-annually
Patrol Officer	\$50 per year	\$330 per year	\$0

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Criminal Investigation Officer	\$ 0 per year	\$330 per year	\$400 bi-annually
Narcotic Officer	\$ 0 per year	\$330 per year	\$400 bi-annually
Traffic Officer	\$ 0 per year	\$330 per year	\$0

VIII. RETURN OF EQUIPMENT

A. Upon separation from Town service, employees are required to return all Town provided uniforms. This may include shirts, pants, overalls, etc. In the event that the employee does not return all issued items, the Town's cost of providing those items shall be deducted from the employee's final paycheck.

B. Employees who have been issued shoes within six months of their separation date will be required to reimburse the Town as follows:

1. SAFETY SHOES - Permanent Employees

6 months or less: Employee reimburses the Town 50% of the cost of the shoes.

7 months or more: Shoes become the property of the employee.

2. SAFETY SHOES - Temporary Employees

6 weeks or less: Employee reimburses the Town 50% of the cost of the shoes.

7 weeks or more: Shoes become the property of the employee.

3. POLICE SHOE & CLOTHING and DRY CLEANING ALLOWANCE
(following completion of probationary period)

6 months or less: Employee reimburses the Town 50% of the amount of the allowance.


7 months or more: Employee receives possession of the full amount of the allowance.

IX. APPLICABLE DOCUMENTS

None

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<i>Signature of Town Manager:</i>	<i>Date:</i>
	7-21-08